Attachment 1
PWS
EP-C-15-022

Performance Work Statement

Implementation of the Public Water System Supervision (PWSS) And Underground Injection Control (UIC) Programs

A. Overview

The United States Environmental Protection Agency (EPA) Office of Water (OW), and specifically the OW's Office of Ground Water and Drinking Water (OGWDW), is responsible for the National Drinking Water Program.

The National Drinking Water Program implements the Safe Drinking Water Act (SDWA), which established a mandatory national program in 1974 to protect public health through drinking water safety, with amendments enacted in 1986 and 1996. The program is a primary contributor to the EPA's Strategic Goal 2 "Clean and Safe Water," Objective 2.1 "Protect Human Health," Subjective 2.1.1 "Water Safe to Drink." By ensuring public water systems nationwide meet national standards, the public's exposure to contaminants in drinking water is reduced and public health is protected. The Act requires the EPA to regulate contaminants that present health risks and are known, or are likely, to occur in public drinking water supplies. For each contaminant identified for regulation, the EPA sets a legal limit on the amount of that contaminant allowed in drinking water or, where a limit is not practicable, it establishes a treatment technique. The Act further requires the EPA to oversee implementation of state and tribal drinking water programs. As the primary enforcement entities for the federal regulations, states must set limits that are at least as stringent as the EPA's. The Act also established a program to protect underground sources of drinking water from contamination due to the underground injection of fluids.

The 1996 SDWA Amendments notably expanded the scope of the law to provide for a "multiple barrier" approach. This approach utilizes a variety of programs and activities to protect public health, starting with protecting ground water and surface water sources of drinking water from contamination; continuing with appropriate treatment at the water plant and proper management of the system; and culminating in efforts to ensure that customers of public water systems are informed about the quality of drinking water they receive from the tap. In addition, the Amendments established a drinking water state revolving fund program to be used for infrastructure funding and other public health protection purposes. The Amendments also emphasize the need to assist small drinking water systems in developing technical, managerial and financial capacity to support the reliable delivery of safe drinking water.

The National Drinking Water Program's responsibilities also include ensuring the security and resiliency of the nation's critical water and wastewater infrastructure from

all hazards, including natural disasters, terrorism and climate change. The purpose of the water security and resiliency program is to provide the tools, training and technical assistance which the water sector needs to improve its ability to prevent, detect, respond to and recover from human induced and naturally occurring events.

The National Drinking Water Program is responsible for ensuring that an estimated 300 million Americans who receive water from a federally regulated public water system receive safe drinking water. Even with the protections afforded by the SDWA and federal and state programs, drinking water safety cannot be taken for granted and illness can still result from exposure to microbial, chemical or radiological contaminants. In 2014, over nine percent of community water systems serving 23 million people exceeded one or more health-based drinking water standards. The Program has placed a high priority on carrying out a wide variety of activities to meet the statutory requirements set forth in the 1996 SDWA Amendments while also continuing to support core drinking water and underground injection control program activities related to state implementation of regulatory requirements, program oversight and data management, as well as ongoing regulatory development activities (e.g., review of existing regulations, contaminant candidate list development, regulatory determinations and monitoring for unregulated contaminants; and development of new regulations as needed to address underground injection).

B. Background

The purpose of this requirement is to provide technical support for implementation of the SDWA. The SDWA mandates that the EPA establish national drinking water standards for public water systems to assure water supplied to the public is safe to drink. These standards are implemented through the Public Water System Supervision (PWSS) Program. The SDWA also requires the EPA to establish and implement regulations for the Underground Injection Control (UIC) Program to safeguard underground sources of drinking water from the subsurface emplacement of fluids. The Act envisions joint federal/state programs to assure compliance with these regulatory requirements. Congress intends that the states take a leading role in the primary enforcement responsibility (primacy) for both programs. The EPA requires contract support to assist its efforts in developing and implementing regulations, conducting oversight and carrying out other SDWA implementation activities.

This Performance Work Statement (PWS) identifies the full range of contract support required. Individual work assignments will be utilized to further define and describe the details of the Agency's requirement during contract performance. In addition, each work assignment will: 1) present critical milestones and schedules, and specify work products; 2) describe project specific quality assurance and travel requirements; and 3) identify contacts and other resources that will assist the contractor in accomplishing the work.

C. Performance Work Statement (PWS)

The contractor shall perform all services under this contract in accordance with approved Agency requirements. If there is a need to deviate from the technical approach approved under the contractor's work plan, the contractor shall contact the EPA immediately. All confidential business information (CBI) shall be handled in accordance with appropriate Agency CBI requirements and all potential conflicts of interest shall be identified before starting work. The contractor's personnel shall always identify themselves as contractors whenever their EPA work brings them in contact with the public. The contractor's staff shall always wear and clearly display identification badges when interacting with the public. When attending meetings and conferences, the contractor's staff shall only attend those portion(s) of the session(s) relevant to their technical role. If required to provide instructional assistance, the contractor shall only use materials approved in advance by the EPA. The contractors shall not interpret Agency policy for any outside party. All data collection under this contract will be done in accordance with the OMB's Paperwork Reduction Act guidelines, and that data shall not be released without the written approval of the EPA. All travel shall be pre-approved by the EPA Contracting Officer Representative (COR).

The contract may be used, with OGWDW's permission, by related organizations in the OW, and by other parts of the EPA, when those organizations require technical support that is within the scope of this PWS. The contractor shall supply all necessary labor, materials, equipment and facilities in technical support of the program areas listed herein, and as further specified in written work assignments issued by the Contracting Officer (CO). The contractor shall perform multiple work assignments concurrently, and at times the work assignments will be of a quick response nature. The contractor shall provide technical and analytical support for environmental and analytical chemistry, statistics, engineering, hydrology, hydrogeology, public health and risk assessment, risk communication, system analysis, cost and benefit assessments, database management, Geographical Information Systems (GIS), and microbiology relating to the requirements of the SDWA Amendments and other related mandates, including the Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and the Unfunded Mandates Reform Act of 1995 (UMRA).

If the Work Assignments (WA) involve the use of primary or secondary data, a Quality Assurance Project Plan (QAPP) must be put into place and implemented to ensure that the results of the work performed on the project satisfies established QA performance criteria. Primary data consists of collection and/or generation of environmental data by or for the EPA and/or the design, construction, and operation of environmental technology. Secondary data consists of already existing data utilized for the project.

When a WA is a continuation of a previous WA with no changes to the QA requirements, the QAPP/QAPPs developed under the previous WA is/are applicable.

When the WA does not involve the use of primary and/or secondary data, no QAPP is required.

The following tasks, when accomplished, will collectively achieve these desired outcomes:

1.0 Developing or Revising National Primary and Secondary Drinking Water Regulations, Underground Injection Control Regulatory Requirements and Other SDWA Rulemakings

The contractor shall provide technical support in the development and revision of drinking water standards, underground injection rules and other SDWA rulemakings through data collection and analysis; risk evaluation, assessment, and communication; occurrence and treatment studies; and economic analysis.

1.1 Provide technical support for development and revision of National Primary and Secondary Drinking Water Regulations, underground injection control regulatory requirements and other rulemakings pursuant to the SDWA, including evaluating health effects data and risks of exposure to contaminants; analyzing contaminant fate and transport; analyzing information on technologies that prevent contamination and that detect and remove contaminants; managing and analyzing contaminant occurrence data; and analyzing compliance costs in the development and revision of standards and rulemakings.

1.2 Provide recommendations on methodologies for meeting analytical requirements for contaminant monitoring.

1.3 Convene and facilitate ongoing technical panels, meetings and other efforts to discuss the context of the rulemaking to share underlying data and analysis and to solicit comment(s) on the regulatory options. This dialogue often goes beyond what is required by law, such as working closely with state co-regulators and convening multi-stakeholder advisory committees or small business advocacy panels.

1.4 Collect and analyze information and comments in support of the Agency's public notification and public hearing requirements for rule development.

1.5 Develop regulatory support materials for primacy agencies and the regulated community to ensure the effective implementation of drinking water standards, underground injection control requirements and other SDWA rules to support the highest possible rate of compliance.

1.6 Develop background and support documents including information collection requests, economic analyses, response to comments documents and issue papers to support the rulemaking process.

2.0 Supporting States, Tribes, Regions and Water Systems in Implementing Standards and Regulations

The contractor shall provide technical support to ensure states, tribes, Regions and owners/operators of public water systems and underground injection wells have the tools to achieve full and effective implementation of drinking water standards, underground injection regulations and other SDWA requirements and the highest possible rate of compliance with those standards and regulations.

2.1 Implementing and Overseeing Implementation of Drinking Water Standards and Underground Injection Control Requirements

2.1.1 Conduct reviews and analyses and provide recommendations on the effectiveness of state implementation and enforcement of SDWA regulations and programs.

2.1.2 Conduct assessments; analyses, including of large data sets, and program reviews / verification of data quality to determine the effectiveness of state drinking water and UIC programs in implementing national guidance and SDWA regulations and programs.

2.1.3 Conduct on-site visits to public water systems and underground injection wells, collect and analyze information to develop national statistics, assess compliance, and identify compliance trends.

2.1.4 Conduct Sanitary Surveys, Comprehensive Performance Evaluations, and inspections and assessments to ensure that systems are operating properly and provide training on how to do these to primacy agency staff.

2.1.5 Assess Regional and state enforcement activity to identify trends and effectiveness.

2.1.6 Prepare reports on compliance status and trends and enforcement actions relative to the SDWA.

2.1.7 Provide technical support to the Regions in ground water contamination complaint investigations.

2.2 Specialized Technical Support

2.2.1 Provide expert assistance/testimony in EPA enforcement cases. This includes financial and technical analyses (e.g., ability of defendant to pay penalties; analyses of technical options for returning to compliance).

2.2.2 Provide technical support to the laboratory certification program by evaluating the qualifications of prospective laboratories.

2.2.3 Conduct comprehensive performance evaluations in support of regional, state, and area wide optimization programs.

2.2.4 Conduct fact finding and provide documentation of state and regional PWSS program and UIC program requirements and implementation and provide technical support in evaluation of these programs.

2.2.5 Provide technical support in reviewing public water system plans and specifications.

2.2.6 Review, adapt, develop or utilize environmental and general hydrologic and fluid flow modeling techniques to address specific ground water questions, including computational review for area of review determinations for geologic sequestration.

2.2.7 Provide technical support for underground injection control, including mechanical integrity determinations, injection well monitoring requirements and qualified well log analyses.

2.2.8 Provide technical support to states and tribes with security requirements of the Public Health and Bioterrorism Preparedness and Response Act.

2.2.9 Provide specialized technical, financial, engineering and scientific expertise in support of drinking water program research and implementation.

2.3 Support for Peer Review, Guidance, Issue Paper and Best Management Practices Development

2.3.1 Provide support for guidance and issue paper development pursuant to the SDWA provisions and programs.

2.3.2 Conduct peer reviews of documents in accordance with the EPA's peer review guidance.

2.3.3 Provide technical assistance to states and regions in providing information specified in the Agency's Strategic Plan, National Program Guidance or supplementary reporting requests.

2.4 PWSS Program Direct Implementation Technical Assistance

2.4.1 Conduct drinking water sampling by preparing or assisting regulated water

systems in the preparation of drinking water samples, calendars and site sampling plans. The contractor shall also collect, or assist water system managers/operators in collecting, water samples for analysis of regulated contaminants and conduct or assist with other sampling where directed by the EPA.

2.4.2 Assist water systems to remain in compliance, or return to compliance as necessary, including assisting with troubleshooting contamination problems and disinfection techniques as appropriate.

2.4.3 Provide on-site technical support to public water system owners, managers and operators to increase system technical capacity to comply with National Primary Drinking Water Regulations (NPDWRs). Technical support shall include providing information, training, maintenance support and equipment installation (e.g., turbidimeters, chlorinators), calibration and operation.

2.4.4 Provide assistance to managers and operators with required record keeping and reporting.

2.4.5 Provide security and safety vulnerability surveys and make recommendations where necessary.

2.4.6 Provide assistance to individual water systems for problem solving or emergency compliance issues and emergency operation.

2.4.7 Provide follow-up assistance in correcting significant deficiencies found during sanitary surveys.

3.0 Promoting Sustainability of Drinking Water Systems and Infrastructure

The contractor shall provide technical support to ensure sustainability of drinking water systems and infrastructure through effective management processes, further development of coordinated approaches to improving access to safe drinking water, and assisting the EPA in encouraging water system owners and operators to adopt sustainable management practices.

3.1 Drinking Water State Revolving Fund and Other Infrastructure Financing Initiatives

3.1.1 Provide technical support to ensure sustainability of drinking water infrastructure through analysis of management processes, supporting development of coordinated approaches to improving access to safe drinking water, and assisting EPA in encouraging water system owners and operators to adopt sustainable management systems.

3.1.2 Provide technical support for the development, implementation and evaluation of State Revolving Fund (SRF) programs at the federal level and in all participating states. Develop and provide technical reports, fact sheets, memoranda and related forms of documentation including studies, evaluations, analyses and related products.

3.1.3 Provide technical support in review of SRF programs to assess and document program compliance with federal regulatory requirements and program performance as measured against the EPA Strategic Plan and other related benchmarks.

3.1.4 Provide financial reports and statements, spreadsheets, tables, charts and related materials that graphically depict the status and performance of state programs and the national program over varying periods of time, from the near past to the beginning of the program. Project future program performance utilizing past program operations and varying assumptions about future program operations.

3.1.5 Develop information products and training designed to convey technical understanding of the program to policy makers and program staff. Such products shall address issues related to the statutory, regulatory, policy, technical, managerial, financial and related aspects of the DWSRF program.

3.1.6 Provide support for other water and wastewater financing initiatives carried out by the EPA, including engineering analyses, literature searches, technology evaluation, and development of fact sheets and presentation materials.

3.1.7 Develop information products and provide technical support for the EPA's Sustainable Water Infrastructure Initiative in general and the specific areas of: better utility management; asset management; life-cycle costing of water and wastewater service; efficient use of water (supply-side and demand-side); energy management; integrated water resource management; water system resilience and preparedness; and infrastructure investment planning on a system-wide, state or regional basis.

3.2. Capacity Development & Operator Certification

3.2.1 Provide technical support in the form of reviews, analyses and recommendations to the EPA on a public water system's ability to take on increased technical, managerial and financial burdens as a result of implementing new regulations and programs.

3.2.2 Provide support through studies, reviews, analyses and recommendations to the EPA relating to the structure and efficiency of the water industry, water system restructuring and regionalization, and issues related to the affordability of regulatory compliance and other system needs.

3.2.3 Provide technical support in the form of reviews, analyses and recommendations to the EPA on effective rate setting, asset management, water loss control, energy

management, system resilience and preparedness, and other infrastructure management improvement strategies, such as development of a plan for both an efficient operation and maintenance program and a water utility management and administrative program.

3.2.4 Provide support to the EPA in its oversight of states and Regions by reviewing the adequacy of capacity development and operator certification programs to assist the EPA in determining if systems can achieve the public health protection objectives of the SDWA.

3.2.5 Document the goals and effectiveness of state or EPA capacity development activities to assess the impact of individual activities.

3.2.6 Assist with the review of the effectiveness of state operator certification programs.

3.2.7 Provide technical support in the form of reviews, analyses and recommendations to the EPA on issues involving water availability, alternative water sources, water reuse and other aspects of water supply and demand management for public water systems.

3.3 Small and Non-Community Systems

3.3.1 Assess public water system, including small system and non-community system, sustainability and the ability to comply with drinking water regulations. Identify deficiencies, make recommendations to correct deficiencies and improve overall operation, and identify appropriate technologies and practices to address problems identified in meeting regulatory requirements and ensuring sustainability.

3.4 Training for Regulated Public Water System Operators and Managers

These trainings shall focus on the requirements of rules under the national primary drinking water regulations (NPDWRs) (e.g., Arsenic Rule, Filter Backwash Rule, Stage II D/DBP Disinfectants and Disinfection Byproducts Rule, Long Term (2) Interim Enhanced Surface Water Treatment Rule (LT2 IESWTR), Ground Water Rule).

3.4.1 Provide training on sample collection for all phases of drinking water monitoring, including how, when and where to take routine and repeat samples for the Revised Total Coliform Rule.

3.4.2 Provide operator certification and re-certification training, including one-on-one (tutoring) when necessary.

3.4.3 Provide water system management and operation training for managers and operators, including establishing rate schedules, billing and collection.

3.4.4 Provide system-specific training for operators new to a system and equipment-specific training for operators with new equipment.

3.4.5 Provide operation and maintenance training courses as required.

3.4.6 Assist in or develop new training programs to fit the special needs of public water systems and/or water staff.

4.0 Protecting Sources of Drinking Water from Contamination

4.1 Ground Water Under the Direct Influence of Surface Water

4.1.1 Review ground water sources of drinking water to determine if they are under the direct influence of surface water as required by the Surface Water Treatment Rule.

4.2 Source Water Protection

4.2.1 Assist in incorporating source water protection into federal and state regulatory, financial, planning and outreach programs (including collecting data and materials; and providing factual studies of a technical, scientific, engineering, hydrogeologic, or economic/statistical nature).

4.2.2 Provide support for integrating regulated community inventory, compliance status and other relevant information into source water protection analyses at the national, state, local or water resource scale.

4.2.3 Assist in provision of outreach and training activities that promote and advance source water protection, including partnership and collaborative approaches, at the federal, regional, state and/or local levels.

4.3 Underground Injection Control (UIC) Program Support

The EPA's UIC program develops standards and technical guidelines to regulate injection wells in order to prevent them from contaminating current and future drinking water sources. These standards and technical guidelines are developed for various classes or subclasses of wells and various categories of industries which use these wells for disposal of waste.

4.3.1 Provide background materials to support guidance development

4.3.2 Support implementation and oversight of UIC regulations across all well classes, including tracking inventory, evaluating aquifer exemptions and analyzing state financial responsibility requirements.

4.3.3 Support Headquarters and Regions in implementing management strategies for shallow (Class V) injection wells including developing or updating inventory, study documents, compliance guides and other materials.

4.3.4 Determine impacts and outcomes from underground injection of carbon dioxide, drinking water treatment residuals and other fluids.

4.3.5 Support Headquarters and Regions in reviewing no-migration petitions, conduct numerical and analytical computer simulations including sensitivity and uncertainty analyses on results, site-specific hydrology, geology, and engineering, geophysics, well testing, and Area of Review demonstrations.

4.3.6 Support EPA in UIC permit evaluations, first time permit issuing and re-issuing, establishing waiver programs, conducting monitoring and reviewing results, and resolving noncompliance problems and emergency situations.

5.0 Evaluation of Drinking Water Treatment/Contamination Control Technologies

5.1 Provide technical support in developing treatment technique requirements by reviewing Best Available Technology (BAT) for large systems and in designating compliance and variance technologies for small systems. Technical support includes evaluation of the following: various treatment and contamination control technologies to remove or inactivate or prevent intrusion of various drinking water contaminants or groups of contaminants; ancillary processes; non-treatment alternatives; and operational and management factors that affect treatment efficacy. Treatment technologies include: chemical, physical and biological unit processes, chemical addition, and control of source water quality. Ancillary processes include but not limited to: disinfectant residual management and disposal, and backwash water treatment. Non-treatment alternatives include consolidation of drinking water systems and alternative drinking water sources.

5.2 Evaluate the effects of different design parameters, operating and control conditions, and different process configurations and combinations. In the case of source water controls, the contractor shall evaluate different watershed and water storage conditions. In evaluating a treatment process, the contractor shall also consider whether it results in the formation of adverse byproducts, its compatibility with and impact on other treatment processes, and other simultaneous compliance issues.

5.3 Evaluate the degree of operational complexity of a central treatment process and compliance strategies relative to Point of Use (POU) and Point of Entry (POE) devices to support EPA in determining if it is feasible for use by small systems.

5.4 Provide technical support to EPA efforts to develop measures of treatment efficacy. These technical support requirements shall include: engineering design of typical model plants and plant upgrades (including retrofits), comprehensive performance evaluations of water systems, development of operating and management control, criteria to meet treated water goals, critical expert review and evaluation of studies and literature, development and use of computer treatment models, and statistical analysis of treatment data and treatment reliability.

6.0 Information Management

High quality information is needed to support the effective implementation of the drinking water standards and underground injection control regulations. The Safe Drinking Water Information System (SDWIS), and its follow-on databases and applications developed by the EPA, and the National Underground Injection Control Database (NUICD) serve as the primary sources of national information on compliance with all SDWA requirements and are critical databases for program management.

The contractor shall provide technical support by assisting states, Regions and authorized tribes in managing their SDWA programs by evaluating and improving critical information management and improving data completeness, accuracy, timeliness and consistency.

6.1 Surveys & Information Collection

6.1.1 Provide technical support in survey design, sample design, data analysis and modeling.

6.1.2 Provide follow-up to survey mailings in the form of phone calls, development of follow-up survey forms and site visits.

6.1.3 Provide technical, logistical and administrative support in the planning and execution of workshops, conferences, training sessions, symposia, public meetings and peer review panels related to this contract's performance work statement.

6.1.4 Collect, compile and analyze occurrence data and information on treatment and treatment technologies in support of the EPA's development and/or revision of drinking water standards and regulations and on methods of injection well construction and management in support of UIC program activities.

6.1.5 Conduct analyses of internal and external data sets gathered from surveys and prepare narrative and statistical charts, tables and other reports.

6.1.6 Interview focus groups during pilot tests and perform activities associated with pilot tests upon receipt of EPA approval.

6.1.7 Provide support for the development of Information Collection Requests for submission to the Office of Management and Budget.

6.1.8 Retrieve inventory, violation and enforcement data from the SDWIS and NUICD in response to both routine and special, more complex inquiries.

6.1.9 Develop spreadsheets and other tools to support studies, surveys and other EPA functions.

6.2 Information Analysis Support

6.2.1 Analyze survey and study results.

6.2.2 Analyze data for trends, statistical significance and other information as applicable to needs surveys by assessing water systems, underground injection inventories or state programs to determine the potential need for funding based on EPA models.

6.2.3 Review and compile geospatial data that shows relationships between OGWDW programs and other Agency programs, as well as integrate data from outside federal, state, local and private sources.

6.2.4 Develop flow charts that depict the projected data flow in existing and proposed rules.

6.2.5 Provide support (through off-the-shelf software) in the development, use and building of geospatial coverages for the analyses and display of drinking water supply, source water and UIC data. Review and compile geospatial data that shows relationships between OGWDW programs and other Agency programs, as well as integrate data from outside federal, state, local and private sources. The contractor must have the capability to develop and present demonstrations, build coverages and use geographic information systems (GIS) within the Agency's standards for the analysis and use of program data and other related data layers.

6.3 Information Management Support

6.3.1 Survey data bases relative to other water regulations to identify and assess drinking water or source water-related issues (e.g., Clean Water Act).

6.3.2 Develop spreadsheets and other tools to support studies, surveys and other EPA functions.

6.3.3 For UIC and SDWIS data, provide support to the mapping of data elements from state data structures to EPA data structures. Develop and enhance tools that facilitate data mapping. Conduct data mapping. Assist the EPA and states in using tools to map data. Perform and assist the EPA and states in performing quality assurance of data mapping.

6.3.4 Provide programmatic support for assistance with primacy agency entry of data into the UIC database and general data flow. Provide consultation on definitions of data elements, permissible values for data elements and the relationships of data elements and data tables.

6.3.5 Provide technical support for use of UIC reporting services, including the web-based Oracle Apex application. Create and improve reporting services instructional materials. Deliver training. Assist users in installing and using reporting services and support transition to and use of Oracle Apex.

6.3.6 Provide technical support in utilizing communication technologies to provide data to the public and to ensure compliance with all EPA web standards and Section 508 of the Rehabilitation Act.

6.3.7 Maintain data systems, perform data entry and generate reports.

7.0 Ancillary Support

The contractor shall provide ancillary support for the effective implementation of products developed under this contract. Ancillary support shall be in the form of preliminary training and meeting support, outreach and communication support, and database maintenance support. Ancillary support shall not exceed the predetermined work assignment cost percentages, without prior approval as outlined in the QASP.

7.1 Logistical Support

The contractor shall provide technical, logistical and administrative support in the planning and execution of workshops, conferences, training sessions, symposia and public meetings related to the contract PWS.

7.1.1 Determine site selection, arrange conference facilities, lodging and audio-visual needs.

7.1.2 Determine attendees and invite speakers to make presentations; register participants and provide logistical support for speakers and scientific or technical experts who directly contribute to the requirements of specific contract/work assignment performance and have contractual agreements with the contractor.

7.1.3 Provide the logistical support for, or assist the EPA's designated partners in, conducting public education and outreach efforts related to all SDWA programs and activities including drinking water implementation (PWSS), regulatory review and development, source water protection, underground injection control, and water system resilience and preparedness issues.

7.2 Training and Presentation Materials Development

7.2.1 Develop workshop and presentation materials, briefing packets, visual aids, posters and outreach materials.

7.2.2 Coordinate and ship technical materials and exhibits for workshops and meetings.

7.2.3 Coordinate and facilitate meeting planning and agenda development; prepare announcements and advance information on attendees.

7.2.4 Provide technical support for establishing training programs for Regions, states, public water system owners/operators, UIC well owners/operators, and decision makers in effective implementation and compliance with SDWA regulations.

7.2.5 Develop and present workshop evaluations.

7.2.6 Provide technical support for the development of training materials, coordinating training facilities providing subject matter expertise and training.

7.3 Presentation Support

7.3.1 Provide on-site facilitation support and presentation of workshops and facilitate discussions between participants.

7.3.2 Provide logistical support for web cast presentations.

7.4 Outreach & Communication

7.4.1 Develop outreach materials to support SDWA programs, reflecting that outreach is an important communications mechanism for informing and educating program stakeholders and the general public; and that outreach is also used to promote regulatory compliance within the regulated community.

7.4.2 Provide technical support in notifying systems of new and existing regulations and required monitoring.

7.4.3 Analyze information products and program strategies developed by organizations external to EPA, such as states, municipalities and associations.

7.4.4 Support the development and revision of web sites or pages to provide up to date communication of SDWA programs.

7.4.5 Review state public awareness/education programs and make recommendations for improvement utilizing social marketing concepts.

7.4.6 Support the development and revision of web sites or pages to provide up to date communication on SDWA programs.

7.5 Expanded Program Authority Under the Safe Drinking Water Act or Related Statutes

7.5.1 The contractor shall perform technical and administrative tasks in support of OGWDW's assessment and implementation of expanded program authority that results from legislative mandates and new program initiatives. The contractor's support shall include conducting analyses; developing strategies and options; drafting guidance and procedural documents; conducting pilot studies, statistical computations, economic and financial analyses and resources assessments; and developing management models.

7.6 Cross-Media and Cross-Program Analysis

7.6.1 The contractor shall conduct analyses in support of EPA's emphasis on a multi-media approach to environmental and public health protection across media and programs including air, water, pesticides, solid and hazardous waste, and source water protection as these relate to drinking water regulation and other SDWA programs and activities that support safe drinking water. The contractor's analyses shall consider cumulative exposure from various routes in addition to ingestion (e.g., inhalation or dermal) from drinking water, and potentially other media. The contractor shall provide data to EPA so that the conclusions and recommendations can be assessed to assure their technical and scientific soundness. Based on a review of the analyses, the contractor shall provide data to be used by EPA to: (1) determine the appropriate identification of pollution prevention opportunities; (2) determine the extent to which the potential control options result in transferring pollutants from one medium to another; and (3) assess the potential impacts of regulatory or programmatic options being considered by OGWDW or other program offices.

8.0 Primacy Technical Support

8.1 Support to State and Tribes

8.1.1 Provide technical support to assist states, tribes, and owners/operators of public water systems or underground injection wells to adopt sustainable management practices for implementing PWSS and UIC programs, ensure effective implementation of drinking water standards and underground injection control regulations and support the highest possible rate of compliance with those standards and requirements.

8.1.2 Provide technical support to states and tribes in preparing primacy applications accordance with the SDWA for submission to EPA for review and approval.

8.1.3 Assist primacy states in updating and maintaining database management and reporting measures required for SDWIS, and for follow-on data systems and applications developed by the EPA, and the National UIC Database and for Government Performance and Results Act reporting.

8.2 Support to EPA

8.2.1 Provide technical support to the EPA as the Agency reviews new and/or revised state/tribal primacy application submissions to determine compliance with SDWA regulations and program requirements.

8.2.2 Prepare and review checklists comparing proposed and/or current state/tribal regulations to federal regulations.

8.2.3 Provide technical support for reviewing proposed and/or current state/tribal regulations to determine that they are at least as stringent as federal regulations for the PWSS Program and for SDWA 1422 UIC Program submissions.

8.2.4 Provide technical support for reviewing state/tribal regulations to determine that they are effective for SDWA 1425 UIC Program submissions.

8.2.5 Provide technical support for reviewing state records, reports and special primacy requirements for compliance with SDWA regulatory requirements at 40 CFR 145.

8.2.6 Assist with public notice and public hearing requirements for primacy revisions; assist with the analysis and preparation of responses to public comments received on primacy revision applications.

8.3 Technical Support for Primacy Operations and State/Tribal Primacy Withdrawal

The contractor shall provide technical support for full or partial operation by the EPA of state/tribal PWSS or UIC primacy programs. Following primacy withdrawal by the EPA

or relinquishment by any single state/tribal entity of previously granted primacy, primacy operation under this contract shall not exceed 12 continuous months.

8.3.1 Data gathering and verification entry work to handle a direct implementation program and/or update and expand the states'/tribes' existing data management systems to address new rules or use SDWIS/STATE, or follow-on data systems and applications developed by the EPA, in lieu of states' data management systems.

8.3.2 Provide technical assistance with various aspects/areas of the permitting process to ensure effective and expedient issuance of UIC permits. These areas include, but are not limited to: permit application review and the drafting of recommended permit conditions, review of submitted permit monitoring data, review of financial responsibility submissions, evaluation of area of review delineations, and development of recommendations for corrective actions, as applicable.

8.3.3 Provide data entry support for routine sampling results.

8.3.4 Provide technical support in establishing waiver programs and in processing waiver requests.

8.3.5 Provide technical support in conducting routine compliance inspections, including mechanical integrity testing.

8.3.6 Provide technical support for the review of corrosion control studies and ongoing monitoring results.

8.3.7 Provide technical support in notifying systems of new and existing regulations and required monitoring.

8.3.8 Provide technical support in conducting monitoring and reviewing monitoring results.

8.3.9 Provide technical support in resolving non-compliance problems, including emergency situations.

8.3.10 Provide support for national reporting, including preparation of 7520 reporting forms and data entry, as applicable, through the National UIC Database.

8.3.11 Provide technical support for oversight of public education, public notification and consumer confidence report efforts.

8.3.12 Provide technical support in response to owner/operator inquiries.

8.3.13 Provide assistance in activities related to evaluating and promoting compliance with the UIC and drinking water regulations and enforcement actions.

9.1 Compliance with Information Technology Requirements

9.1.1 All work performed under this contract shall adhere to the clause EPAAR 1552.211-79 "Compliance with EPA Policies for Information Resources Management", which requires adherence to all Agency directives for performance of any IRM-related work.

9.1.2 All contractor work shall be in compliance with pertinent federal and EPA information processing and telecommunications standards and procedural guidelines. The contractor shall also comply with the Federal Information Processing and Standards (FIPS), published by the National Institute for Standards and Technology (NIST). The contractor shall also comply with the EPA's technical and operational standards, as issued by its technology services organizations. The contractor shall observe the policies, procedures, and formats described at the sources in Attachment B, Table Two, "Directives for Performance of IRM-Related Work".

9.2 IRM Policies, Standards and Procedures
[http://www.epa.gov/irmpoli8/policies/index.html]

9.2.1 All contractor work shall be in compliance with the 2100 Series (2100-2184) of the Agency's Directive System, which contains the majority of the Agency's IRM policies, standards, and procedures.

9.3 Registry of Environmental Applications and Data (READ)
http://www.epa.gov/epahome/data.html

9.3.1 A contractor developing or enhancing an information resource shall first conduct a thorough search of existing information resources, through means such as READ, to ensure development/enhancement of information resources does not duplicate existing information resources. If potential duplication is determined, the contractor shall consult with the EPA PO and/or COR to ensure that existing information resources are optimally utilized in conjunction with the information resource being developed/enhanced by the contractor. For any development/enhancement of information resources, the contractor shall work with the EPA on inserting/updating resource description information in READ.

9.4 Data Standards and Environmental Data Registry (EDR)
Data Element Registry Services (DERS). The data standards that EPA systems need to comply with are available at www.epa.gov/datastandards

9.4.1 Any development/enhancement of information resources (information resources include systems, databases, and models/web applications that utilize information in OW

systems and databases), as well as any data products flowing to or from EPA information resources, must adhere to the data standards detailed in the DERS.

9.5 Monitoring information in STORET and follow-on data systems (http://www.epa.gov/storet/)

9.5.1 Any ambient water quality, chemical, physical, biological, sediment, tissue and ecological monitoring data collected as part of any contract, grant or cooperative agreement activities must be entered into STORET or its follow-on data system and be made available to the EPA in a compatible format. The contractor shall use its own company name as the entity for data collected by the contractor when entering its data. The contractor shall report quality control of the data upload to EPA.

9.6 National Hydrography Dataset (NHD) Indexing http://www.epa.gov/waters/

9.6.1 Data related to OW programs that are required to meet the EPA Latitude/Longitude Standard shall also be indexed to the NHD, using EPA OW standard formats available on the Watershed Assessment, Tracking & Environmental Results (WATERS) website. Exceptions include ground water data and data that is related to points greater than two miles from the United States coastline. The WATERS website describes EPA tools and training that are available for NHD indexing.

9.7 Web Standards

9.7.1 All software (including web pages) development shall be done in consultation with the PO and/or the CORs, according to functional requirements and design found in the following documents. All work performed by the contractor must also adhere to the government policies, procedures, and guidance in the following manuals:

9.7.2 EPA Standard Operating Procedures for the Development and Review of Publications: Printed, Web, and Other Media
http://www.epa.gov/productreview/index.html

9.7.3 EPA Web Guide http://www2.epa.gov/webguide/

9.7.4 Guide for Developing Usable and Useful Web Sites (Usability Guidelines):
http://www.usability.gov/

9.7.5 EPA Information Resources Management (IRM) Policy:
http://www.epa.gov/irmpoli8/policies/index.html

All policies/guides/manuals shall be made available to the contractor through the EPA CO or the PO at the time the Work Assignment is issued. The contractor should be familiar with all requirements prior to submitting a work plan.

REPORTS OF WORK
IMPLEMENTATION OF THE PUBLIC WATER SYSTEMS SUPERVISION (PWSS) AND UNDERGROUND INJECTION CONTROL (UIC) PROGRAMS
EP-C-15-022

The work shall be divided into Work Assignments, each of which will require a Work Plan. Additionally, monthly progress reports and monthly financial management reports are required. Informal bi-weekly expenditure reports and special reports may be required for selected work assignments. Reports submitted under this contract shall reference the contract number, the work assignment number, and the Environmental Protection Agency (EPA) as the sponsoring agency.

MONTHLY PROGRESS REPORT

(a) The Contractor shall furnish a copy of the combined monthly technical and financial progress report stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost. If the work is ordered using work assignments, include the estimated percentage of task completed during the reporting period for each work assignment.
(b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.
(c) The Contractor shall provide a list of outstanding actions awaiting Contractor Officer authorization, noted with the corresponding work assignment, such as subcontractor consents, overtime approvals, and work plan approvals.
(d) The report shall specify financial status at the contract level as follows:

(1) For the current reporting period, display the amount claimed.

(2) For the cumulative period and the cumulative contract life, display: the amount obligated, amount originally invoiced, amount paid, amount suspended, amount disallowed, and remaining approved amount. The remaining approved amount is defined as the total obligated amount, less the total amount originally invoiced, plus total amount disallowed.

(3) Labor hours.

(i) A list of employees, their labor categories, and the numbers of hours worked for the reporting period.

(ii) For the current reporting period, display the expended direct labor hours (by EPA contract labor category), and the total loaded direct labor costs.

(iii) For the cumulative contract period, display: the negotiated and expended direct labor hours (by EPA labor category) and the total loaded direct labor costs.

(iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.

(4) Display the current dollar ceilings in the contract, net amount invoiced, and remaining amounts for the following categories: Direct labor hours, total estimated cost, award fee pool (if applicable), subcontracts by individual subcontractor, travel program management, and Other Direct Costs (ODCs).

(5) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the contract.

(6) Average total cost per labor hour. For the current contract period, compare the actual total cost per hour to date with the average total cost per hour of the approved work plans.

(e) The report shall specify financial status at the work assignment task level as follows:

(1) For the current period, display the amount claimed.

(2) For the cumulative period, display: amount shown on work plan, or latest work assignment/delivery order amendment amount (whichever is later); amount currently claimed; amount paid; amount suspended; amount disallowed; and remaining approved amount. The remaining approved amount is defined as: the work plan amount or latest work assignment or delivery amount (whichever is later), less total amounts originally invoiced, plus total amount disallowed.

(3) Labor hours.

(i) A list of employees, their labor categories, and the number of hours worked for the reporting period.

(ii) For the current reporting period, display the expended direct labor hours (by EPA contract labor hour category) and the total loaded direct labor costs.

(iii) For the cumulative reporting period and cumulative contract period, display: the negotiated and expended direct labor hours (by EPA contract labor category) and the total loaded direct labor costs.

(iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.

(v) Display the estimates of remaining direct labor hours and costs required to complete the work assignment or delivery order.

(4) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the work assignment.

(5) Average total cost per labor hour. For the current contract period, compare the actual total cost per hour to date with the average total cost per hour of the approved work plans.

(6) A list of deliverables of each work assignment or delivery order during the reporting period.

(7) The amount of funding as specified by the Government for the work assignment; the amount of funding remaining; and the percentage of funding remaining.

(f) This submission does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.

(g) The reports shall be submitted to the following email addresses on or before the 20th of each month following the first complete reporting period of the contract. See EPAAR 1552.232-70, Submission of Invoices, paragraph (e), for details on the timing of submittals. Distribute reports as follows to these addresses:

No. of Copies:	**Addressee:**
1	Project Officer – E-mail address identified in contract
1	Contracting Officer – to FedConnect

LABOR CLASSIFICATIONS STANDARDS

The following definitions of the labor classifications are provided to aid in the preparation of the technical and cost proportions of your proposal.

(a) Professional

(1) Level 4 - Plans, conducts and supervises, and manages projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: Program Manager, Project Leader, Senior Policy Analyst, Senior Environmental Engineer, Senior Environmental Scientist
Normal Qualifications: Ph.D. Degree or equivalent in Engineering or Physical Science
Typical Experience: 10 years

(2) Level 3 - Under general supervision of a project leader, plans, conducts and supervises assignments normally involving smaller or less important projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results, makes changes in methods, design or equipment where necessary. Operates with some latitude for unreviewed action or decision.

Typical Title: Project level position for Analyst, Environmental Engineer, Systems Analyst, Environmental Scientist, Biologist, Sanitary Systems Engineer, Hydrologist, Economist, Chemist
Normal Qualifications: Master's Degree or equivalent in Engineering or Physical Science
Typical Experience: 6 years

(3) Level 2 - Under supervision of a senior or a project leader, carries out assignments associated with specific projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment. Work assignments are varied and require some originality and ingenuity.

Typical Title: Research Assistant, Environmental Engineer, Environmental Scientist, Community Planner, Writer/Editor, Computer Programmer, Graphics Artist
Normal Qualifications: Bachelor's Degree or equivalent in Engineering, Physical Science or Computer Science
Typical Experience: 3 years

(4) Level 1 - Lowest of entering classification. Works under the close supervision of senior engineer/scientist/programmer or a project leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

Typical Title: Junior level position for Research Assistant, Environmental Engineer, Environmental Scientist, Conference Planner, Graphics Specialist, Computer Specialist
Normal Qualifications: Bachelor's Degree or equivalent in Engineering, Physical Science or Computer Science
Typical Experience: 0 years

INVOICE PREPARATION INSTRUCTIONS (SF 1034)
IMPLEMENTATION OF THE PUBLIC WATER SYSTEMS SUPERVISION (PWSS) AND UNDERGROUND INJECTION CONTROL (UIC) PROGRAMS
EP-C-15-022

The information which a contractor is required to submit in its Standard Form 1034 is set forth as follows:

(1) **U.S. Department, Bureau, or establishment and location** insert the names and address of the servicing finance office unless the contract specifically provides otherwise.

(2) **Date Voucher Prepared** - insert date on which the public voucher is prepared and submitted.

(3) **Contract/Delivery Order Number and Date** - insert the number and date of the contract and delivery order, if applicable, under which reimbursement is claimed.

(4) **Requisition Number and Date** - leave blank.

(5) **Voucher Number** - insert the appropriate serial number of the voucher. A separate series of consecutive numbers, beginning with Number 1, shall be used by the contractor for each new contract. When an original voucher was submitted, but not paid in full because of suspended costs, resubmission vouchers should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" as the last character of the number. If there is more than one resubmission, use the appropriate suffix (R2, R3, etc.)

(6) **Schedule Number; Paid By; Date Invoice Received** - leave blank.

(7) **Discount Terms** - enter terms of discount, if applicable.

(8) **Payee's Account Number** - this space may be used by the contractor to record the account or job number(s) assigned to the contract or may be left blank.

(9) **Payee's Name and Address** - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.

(10) **Shipped From; To; Weight Government B/L Number** - insert for supply contracts.

(11) **Date of Delivery or Service** - show the month, day and year, beginning and ending dates of incurrence of costs claimed for reimbursement. Adjustments to costs for prior periods

should identify the period applicable to their incurrence, e.g., revised provisional or final indirect cost rates, award fee, etc.

(12) **Articles and Services** - insert the following: "For detail, see Standard Form 1035 total amount claimed transferred from Page ___ of Standard Form 1035." Type "COST REIMBURSABLE-PROVISIONAL PAYMENT" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-PROVISIONAL PAYMENT" on the Interim public vouchers. Type "COST REIMBURSABLE-COMPLETION VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-COMPLETION VOUCHER" on the Completion public voucher. Type "COST REIMBURSABLE-FINAL VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-FINAL VOUCHER" on the Final public voucher. Type the following certification, signed by an authorized official, on the face of the Standard Form 1034.

> "I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

_____ _____
(Name of Official) (Title)

(13) **Quantity; Unit Price** - insert for supply contracts.

(14) **Amount** - insert the amount claimed for the period indicated in (11) above.

INVOICE PREPARATION INSTRUCTIONS (SF 1035)

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

(1) **U.S. Department, Bureau, or Establishment** - insert the name and address of the servicing finance office.

(2) **Voucher Number** - insert the voucher number as shown on the Standard Form 1034.

(3) **Schedule Number** - leave blank.

(4) **Sheet Number** - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.

(5) **Number and Date of Order** - insert payee's name and address as in the Standard Form 1034.

(6) **Articles or Services** - insert the contract number as in the Standard Form 1034.

(7) **Amount** - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable).

(8) **A summary of claimed current and cumulative costs and fee by major cost element.** Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch.

(9) The **fee** shall be determined in accordance with instructions appearing in the contract.

NOTE: Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained.

SUPPORTING SCHEDULES FOR COST REIMBURSEMENT CONTRACTS

The following backup information is required as an attachment to the invoice as shown by category of cost:

Direct Labor - identify the number of hours (by contractor labor category and total) and the total direct labor dollars billed for the period of the invoice.

Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

Subcontracts - identify the major cost elements for each subcontract.

Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds $1,000 per the invoice period, provide a detailed explanation for that cost category.

Contractor Acquired Equipment (if authorized by the contract) - identify by item the quantities, unit prices, and total dollars billed.

Contractor Acquired Software (if authorized by the contract) - identify by item the quantities, unit prices, and total dollars billed.

Travel - when travel costs exceed $2,000 per invoice period, identify by trip, the number of travelers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel.

The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system.

SUPPORTING SCHEDULES FOR FIXED-RATE CONTRACTS

The following backup information is required as an attachment to the invoice as shown by category of cost:

Direct Labor - identify by labor category the number of hours, fixed hourly rate, and total dollars billed for the period of the invoice.

Subcontracts - identify the major cost elements for each subcontract.

Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds $1,000 per the invoice period, provide a detailed explanation for that cost category.

Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

Contractor Acquired Equipment - identify by item the quantities, unit prices, and total dollars billed.

Contractor Acquired Software - identify by item the quantities, unit prices, and total dollars billed.

Travel - when travel costs exceed $2,000 per invoice period, identify by trip, the number of travelers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel.

The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system.

RE-SUBMISSIONS

When an original voucher was submitted, but not paid in full because of suspended costs and after receipt of a letter of removal of suspension, re-submissions of any previously claimed amounts which were suspended should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" with the copy of the removal of suspension notice. The amounts should be shown under the appropriate cost category and include all appropriate supplemental schedules.

NOTE: All disallowances must be identified as such in the accounting system through journal entries.

Voucher re-submittals may also occur as a result of: (1) a new indirect cost rate agreement; or (2) adjustments to previously billed direct cost rates due to audit resolution. Such claims should be submitted in a separate invoice or request for contractor financing payment number. They should include supplemental schedules showing the previously adjusted amounts by contract period. If the re-submission is based on a new rate agreement, a copy of the agreement should be attached. Costs must be identified by delivery order or work assignment where appropriate. If the contract is Superfund-related, voucher re-submittals shall also identify the amount claimed against each Superfund site and non-site-specific activity.

COMPLETION VOUCHERS

Submit a completion voucher when all performance provisions of the contract are physically complete, when the final report (if required) is accepted, and when all direct costs have been incurred and booked. Indirect costs may be claimed at the provisional rates, if final rates are not yet available. Contractors must identify these vouchers by typing "Completion Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing total costs claimed by delivery order and in total for the contract.

In addition to the completion voucher, the contractor must submit an original and two copies of EPA Form 1900-10, Contractor's Cumulative Claim and Reconciliation showing the total cumulative costs claimed under the contract.

The information which a contractor is required to submit in its EPA Form 1900-10 is set forth as follows:

(1) **Contractor's Name and Address** - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.

(2) **Contract Number** - insert the number of the contract under which reimbursement is claimed.

(3) First voucher number and completion voucher number.

(4) Total amount of cost claimed for each cost element category through the completion voucher.

(5) Total Fee awarded.

(6) Amount of indirect costs calculated using negotiated final indirect cost rate(s) and/or provisional rate(s) as specified in the contract, if final rate(s) are not yet negotiated for any fiscal period.

(7) Fiscal year.

(8) Indirect cost center.

(9) Appropriate basis for allocation.

(10) Negotiated final indirect cost rate(s) or provisional indirect cost rate(s).

(11) Signature.

(12) Official title.

(13) Date.

FINAL VOUCHER AND CLOSING DOCUMENTS

After completion of the final audit and all suspensions and/or audit exceptions have been resolved as to the final allowable costs and fee, including establishment of final indirect cost rate(s) for all periods the contractor shall prepare a final voucher including any adjustments to vouchered costs necessitated by the final settlement of the contract price. Contractors must identify these vouchers by typing "Final Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing final total costs claimed by delivery order and in total for the contract. The contractor shall also provide an original and two copies of an updated EPA Form 1900-10, Contractors Cumulative Claim and Reconciliation, showing the total negotiated, cumulative costs for the contract. Indirect costs shall be included at the final negotiated rates.

In addition to the final voucher, the contractor must submit an original and two copies of the Contractor's Release; Assignee's Release, if applicable; the Contractor's Assignment of Refunds, Rebates, Credits and other Amounts; the Assignee's Assignment of Refunds, Rebates, Credits and other Amounts, if applicable; and the Contractor's Affidavit of Waiver of Lien, when required by the contract.

Performance Requirement	**Measureable Performance Standards**	**Surveillance Methods**	**Incentives/ Disincentives**
Programmatic Standard: Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).	Two or more work assignments per contract period where the contractor does not meet the measureable performance standard will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of **Management**. Fewer than two work assignments per contract period where the contractor does not meet the measureable performance standard will be considered satisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of **Managment.**
Cost Control Standard: Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The risk Management Strategy	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding ceiling for any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.	The EPA CL COR will routinely discuss the work progress and contract level and individual task order expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated task order manager/project manager to discuss task order progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.	If the contractor does not meet the measurable performance standards per contract period it will be assigned a rating of Unsatisfactory in CPARS under the category of **Cost Control.** A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work" attachment to the RFP.

shall consider process, schedule, prioritization, and cost benefit analysis.			
Schedule Standard: Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.	If the contractor does not meet the measurable performance standards per WA it will be assigned a rating of Unsatisfactory in CPARS under the category of **Schedule.** A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of **Schedule** if the contractor meets the measureable performance standards.
Document Development: Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents	If the contractor does not meet the measurable performance standards per work assignment it will be assigned a rating of Unsatisfactory in CPARS under the category of **Technical** (**Quality of Product)**. A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of **Technical (Quality of Product)** if the contractor meets the measureable performance standards.